



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SENIOR ASSESSMENT CLERK

Class No. 002508

■ CLASSIFICATION PURPOSE

To supervise a clerical unit and/or to perform the more difficult clerical work in maintaining records related to statements filed by property owners for property tax valuation and appraisal purposes; to assist customers with researching and processing official records and documents maintained by the department; and to perform related work as required as requested.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are found only in the Department of the Assessor/Recorder/County Clerk. Under general supervision, incumbents may be a first-line supervisor of a clerical unit and/or perform the more difficult clerical support tasks. This class differs from the next lower class, Assessment Clerk, in that the latter is assigned the more routine tasks and does not have supervisory responsibilities.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

The following applies to both areas:

1. Supervises and trains clerical staff.
2. Assigns and coordinates the workflow.
3. Prepares employee performance evaluations.
4. Provides responsive, high quality customer service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
5. Handles payment transactions and balances cash register.
6. Essential Functions (Assessor):
7. Batches and verifies records for processing and data entry.
8. Maintains various types of property and ownership change files, both physical and electronic.
9. Identifies Assessor parcel numbers from legal descriptions, owner names or property addresses.
10. Maintains mailing and property addresses for all secured and unsecured properties.
11. Provides customer service to the taxpayers on the phone and in the office.
12. Distributes reports/work to appropriate branch offices and provides clerical support to appraisal staff.
13. Verifies or audits claims for correct and complete information.

Essential Functions (Recorder/County Clerk):

1. Verifies applications for correct and complete information.
2. Issues marriage licenses and certified copies of vital records.
3. Performs civil wedding ceremonies.

4. Reviews applications for fictitious business names and issues oaths for notaries.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Article XIII-A of the California Constitution (Proposition 13), its provisions, and applicability to property valuation.
- Revenue and Taxation Codes.
- State Board of Equalization rules and regulations.
- Assessor's office policies and procedures.
- Real property principles and related terminology.
- Family, health, and safety codes.
- Government codes and San Diego County ordinances.
- Principles and techniques of supervision and training.
- County customer service objectives and strategies.

Skills and Abilities to:

- Supervise subordinate staff to include planning and assigning work, training, evaluating work performance and discipline.
- Check and compare technical and legal information.
- Read and understand computer output.
- Utilize personal computer, microfilm, microfiche, and calculator.
- Perform general office clerical procedures.
- Communicate with ease, confidence and tact in assisting the public.
- Perform arithmetic computations.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: One (1) year of full time experience at the level of an Assessment Clerk or a comparable position in an Assessor's Office in the State of California.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Occasional: grasping, pushing, pulling and reaching above and below shoulder level. May occasionally lift and/or carry up to 50 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None required.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: July 1, 1981
Reviewed: Spring 2003
Revised: June 11, 2004